OFFICE OF THE CITY MANAGER

NO. LTC # 224-2012

LETTER TO COMMISSION

TO:

Mayor Matti Herrera Bower and Members of the City Commission

FROM:

Kathie G. Brooks, Interim City Manager 1/40

DATE:

August 28, 2012

SUBJECT: EXPLANATION FOR ANY INCREASES IN FY 2012/13 GENERAL FUND INDIVIDUAL DEPARTMENT BUDGETS IN EXCESS OF 2 PERCENT MORE

THAN THE FY 2011/12 BUDGET

The purpose of this LTC is to provide information on General Fund Current Service Level (CSL) department budget increases for FY 2012/13. In prior years the threshold was a 2% increase and for this analysis the same amount has been used. The comparison between FY 2012/13 CSL and the FY 2011/12 adopted budget is net of increases from pension reallocations and internal service increases.

Background

At the time of the July 25th Finance and Citywide Projects Committee Meeting (FCWPC), the City's General Fund CSL budget was estimated at \$253.8 million, an increase of \$9.5 million of which \$6.1 million was an increase in pension costs and \$3.2 million was the increase in internal service costs. Net of increases in pension and internal services, the increase was \$2.2 million or less than 1%.

Analysis

Attachment A shows the latest estimate of CSL budgets for each general fund department prior to the adjustments for changes in pension contributions, internal service fund departments charge back allocations and transfers.

As explained in the proposed operating millage agenda item presented to the Commission on July 18, 2012, a significant component of the increase for all departments is due to previously bargained salary adjustments for employees, including the impact of step increases for employees in the Fraternal Order of Police (FOP) and International Association of Fire Fighters (IAFF) bargaining units; a maximum of 2 percent performance-based merit increase for employees in the Government Supervisor's Association (GSA) bargaining unit; and a maximum of 2 percent performance-based merit increase for employees in the American Federation of State, County and Municipal Employees bargaining unit (AFSCME) as of May 2012. The CSL budget also assumes a 2 percent performance-based merit increase for unclassified and other employees consistent with past practice of treating all employees equally. However, the CSL budget assumes no merit increases for the Communications Workers of America (CWA) bargaining unit based on the status quo for the existing contract. Further, the salary projections also include the full year's impact of the cost of living adjustment (COLA), implemented in April 2012 for all salary groups.

Health insurance costs also are projected to increase across virtually all departments, but most particularly Police and Fire, based on an estimated 10 percent increase over the current Fiscal Year, as well as the expiration of the FOP and IAFF additional 5 percent

contribution to City health insurance costs. This additional 5 percent contribution by FOP and IAFF members was for an 18 month period which expired in February, 2012 and January, 2012, respectively.

As shown in Attachment A, Office of the Mayor and Commission, City Manager's Office, Procurement, Real Estate Housing and Community Development, Planning, Code Compliance, and Tourism and Cultural Development have FY 2012/13 CSL budgets equal to or more than two percent in excess of FY 2011/12 adopted budgets, prior to adjustments for changes in pension contributions to the City's pension plans, internal service fund departments charge back allocations and transfers. The explanation of the increases for these departments is provided in the respective tables on the following pages. Variances for Police and Fire are also provided, although less than 2%, as they are greater than \$300,000.

NOTE: Salaries and Benefits presented in the departmental tables shown below include the impact of 5 percent step increases for eligible FOP and IAFF employees; a maximum of 2 percent performance-based merit increase for eligible employees in the GSA and AFSCME bargaining unit and for unclassified and other, as well as health insurance costs increases as noted above.

1. Mayor and Commission

		opted Budget / 2011/12	Pens Servic	Budget Prior to ion and Internal e Fund Increase Allocations 2012/13	· · · · · · · · · · · · · · · · · · ·	ariance r/(Under)
Expenditures	\$	1,583,448	\$	1,620,000	\$	36,552 2.3%
	•		Comp	onents		-
Salaries- increaduring FY2011/		•		t of Living adjustme 22, 2012	nt \$.	17,684
Heath insurance			ected 10°	% increase and plan	 I	18,211
Other Personne	l Costs	- Medicare				266
Other Operating	Expen	ditures		÷.		391
-			Net		\$	36,552

2. City Manager

				Budget Prior to sion and Internal		
				Service Fund		
	Ado	pted Budget	Incre	ease Allocations	· V	ariance
	<u>FY</u>	2011/12	<u>F\</u>	<u>/ 2012/13</u>	Ove	r/(Under)
Expenditures	\$	2,335,776	\$	2,387,000	\$	51,224
				3		2.2%
			Comp	onents .		,
Salaries- increa		•		Cost of Living od ending April 22,		-
2012	J	•	٠.		\$	37,583
Health Insuranc	e - incr	ease due to pro	ojected	10% increase		12,304
Other Personne	l Costs	- Medicare				674.
Other Operating	Exper	nditures			-	663
			Net		\$	51,224

3. Procurement

1		C	SL Budget Prior to		
		Pe	ension and Internal		
		Ser	vice Fund Increase		`
	Adopted Bu	ıdget	Allocations	V	ariance
	FY 2011/1	2	FY 2012/13	Ove	r/(Under)
Expenditures	\$ 96	2,664 \$	1,022,000	\$	59,336
			·	•	6.2%
	****	Cor	mponents		
	•				
Salaries- increas	se due to 2% m	erit plus 3% C	Cost of Living adjustme	ent	
during FY2011/1		•	• •	\$	44,492
1 -					
l:		-		•	•
Health Insurance	e - increase due	-		\$	18,814
Health Insurance	e - increase due	-		\$,
		to projected		•	•
	Costs - decrea	e to projected se for 401K o	10% increase contribution for employ	•	,
Other Personnel which was still or	Costs - decrea n the plan and i	e to projected use for 401K o s no longer w	10% increase contribution for employ	•	18,814
Other Personnel which was still or increases in Med	Costs - decreant the plan and i	e to projected use for 401K o s no longer w A consistent w	10% increase contribution for employ ith City offset by ith salary increases	/ee	18,814
Other Personnel which was still or increases in Med Telephone - for in	Costs - decreant the plan and idicare and FICA	e to projected use for 401K o s no longer w A consistent w ference calls	10% increase contribution for employ ith City offset by vith salary increases with vendors	/ee \$ \$	18,814 (8,269 1,763
Other Personnel which was still or increases in Med	Costs - decreant the plan and idicare and FICA	e to projected use for 401K o s no longer w A consistent w ference calls	10% increase contribution for employ ith City offset by vith salary increases with vendors	/ee \$	18,814 (8,269)
Other Personnel which was still or increases in Med Telephone - for in	Costs - decreant the plan and idicare and FICA	e to projected use for 401K o s no longer w A consistent w ference calls	10% increase contribution for employ ith City offset by vith salary increases with vendors	/ee \$ \$	18,814 (8,269 1,763
Other Personnel which was still or increases in Med Telephone - for it Rent & Building I	Costs - decreant the plan and indicare and FICAncrease in contentions	e to projected use for 401K of s no longer w A consistent w ference calls of decrease of	10% increase contribution for employ ith City offset by vith salary increases with vendors	/ee \$ \$ \$	18,814 (8,269 1,763
Other Personnel which was still or increases in Med Telephone - for it Rent & Building I	Costs - decrean the plan and indicare and FICA ncrease in confequipment - for ships and Trave	e to projected use for 401K of s no longer was consistent was ference calls decrease of	10% increase contribution for employ ith City offset by ith salary increases with vendors copier contract or required certification	/ee \$ \$ \$	18,814 (8,269 1,763

4. Real Estate, Housing and Community Development

			Budget Prior to ion and Internal	1	
·	·	Servic	e Fund Increase		,
	Adopted Budget		Allocations	٧	ariance
	FY 2011/12	<u>FY</u>	2012/13	<u>Ove</u>	er/(Under)
Expenditures	\$ 2,171,769	\$	2,374,000	\$	202,231 9.3%
	<u> </u>	Comp	onents	_	
adjustment during	e due to 2% merit plus FY2011/12 as of pay se in available grant t	period e	-	\$	181,228
	- increase due to proje e to decrease in salar				11,777
	Costs - Medicare and nces due to decrease		ontribution increases, t funding for salaries.		93
Other Contractual Shelter cost increa	Services - Salvation ase.	Army Co	ontracted Emergency	•	20,436
Operating Expend	litures _		,		(11,303)
		Net		\$	202,231

5. Planning

	,		Pens	Budget Prior to sion and Internal se Fund Increase	, .	
,		opted Budget Y 2011/12		Allocations 2012/13	_	/ariance er/(Under)
Expenditures	\$. 3,187,333	\$	3,366,000	\$	178,667 5.6%
			Comp	onents		
Salaries - increa adjustment durir and includes sal	ng FY20)11/12 as of pay	period (ending April 22, 2012	, , \$	187,546
Health Insurance	e - incre	ease due to proj	ected 10	% increase	\$	25,153
Other Personne	Costs		•		\$	(8,567)
Temporary Labo of records until p			of compl	eted digital archiving		(18,000)
Other Operating	Expen	ditures		· .		(7,465)
			Net		\$	178,667

6. Tourism and Cultural Development

				Budget Prior to		
				on and Internal		
·				e Fund Increase		
	Ado	pted Budget*	1	Allocations	'	/ariance
	<u>F</u>	<u>/ 2011/12</u>	FY	2012/13	<u>Ov</u>	er/(Under)
Expenditures	\$	2,426,925	\$	2,511,000	\$	84,075
					•	3.5%
			Compo	onents		
l					٠,	
Salaries - increa				•		
				nding April 22, 2012,		. 54.040
and includes sa	lary for I	Planning Directo	or trozen	in FY 2011/12		51,249
Health Insuranc	e - incre	ase due to proj	ected 10°	% increase		2,837
Other Personne	l cost - i	ncreases allows	ancae ec	ocial security		
Medicare, consi				olai scourty		13,888
•					-	,0,000
Other Operating						-
increases in tra	vel and (Colony Theater	operating	gexpenses		18,840
Professional Se	rvices -	increase results	· s from mo	oving Bass Museum		
expenses, previ				•		
Professional Se		_		-		490,658
			, 5			,
All Other - Decr	eases d	ue to moving Ba	ass Muse	eum expenses to		
		-		e of \$2,739 in the		
Bass Museum		_				(493,397
			Net		\$	84,075

7. Code Compliance

		Net		\$	98,509
Other Operating	Expenditures				(4,213)
Uniforms					2,712
Other Personnel security, FICA	Costs - allowances, we	ork abov	e class, social		8,586
	e- decrease as result of e due to projected 10%	_	• •	3	(12,408)
Overtime - incre	ase of overtime to offse	et vacan	cies in department		50,193
during FY 2011/	se of 2% merits plus 39 12 as of pay period end part-timers to reduce o	ling Apri	22, 2012 including	\$	53,639
		Comp	onents		2.070
Expenditures	\$ 4,355,491	\$	4,454,000	\$	98,509 2.3%
	Adopted Budget FY 2011/12	Pens Servio	Budget Prior to sion and Internal se Fund Increase Allocations		ariance r/(Under)

8. Police

÷,	Adopted Budget	Pens Servic	Budget Prior to ion and Internal e Fund Increase Allocations	-	Variance
	FY 2011/12	FY	2012/13	<u>o</u>	ver/(Under)
Expenditures	\$ 91,992,541	\$	93,088,000	\$	1,095,459 1.2%
	•	Compo	onents		•
Salaries - increas	se due to 2% merit or s	5% step o	on anniversary		
•	employees), plus 3% 2 as of pay period end				229,947.00
Health Insurance	e- increase due to proje	ected 109	% increase	,	253,867.00
	e-increase due the exp	iration in	February, 2012 of the		740.000.00
5% contribution t	o offset City costs		•		712,298.00
Other Personnel	Costs - shift differentia	al, uniforr	ns, holiday pay		(128,481.00)
Other Operating	Expenses	•			(28,452.00)
	s- Mainly replacement n due to expanding da			; ,	
•	ce hand held units at e			<u>.</u>	56,280.00
		Net		\$	1,095,459

9. Fire

	Adopted Budget FY 2011/12	CSL Budget Prior to Pension and Internal Service Fund Increase Allocations FY 2012/13	•	/ariance er/(Under)
Expenditures	\$ 58,942,391	\$ 59,866,000	\$	923,609 1.6%
CWA employees)		Components 5% step on anniversary (excepting adjustment during FY2011/1		548,223
-		nalysis using actual data from ut less than prior years.		267,466
Uniforms - Purcha due to staff turnov	• *	new uniforms and uniform brass		. 45,564
	ease principally due to ion, which is paid eve	recertification pay for Fire ry other year.		53,242
Health Insurance actuals lower than		10% increase due to FY 2011/1	2	1,845
Health Insurance contribution to offs		expiration in January, 2012 of 5	%	323,161
Holiday Pay - Red	duction from prior yea	ers due to contract change	,	(114,124)
eliminated given p		sting for Captains and Lieutenar red due to reorganization and DC.	nts	(97,423)
Rent Building & Education.	quipment - Decrease	due to move to completed fire	•	(76,212)
Other Operating E	Expenses			2,154
a Fire Rescue res	erve unit and for the t	-15 monitor defibrillator for use a frequent large scale events aced in service moved from 12/1		(30,287)
10 ZU 11/12 FT.		Net	\$	923,609

CONCLUSION

As can be seen from the department variance details presented here, and as explained in the proposed operating millage agenda item presented to the Commission on July 18, 2012, the most significant increases in the FY 2012/13 CSL budget, other than pension and internal service charges, are due to the following:

- Previously bargained salary adjustments for employees, including the impact of step increases for employees in the Fraternal Order of Police (FOP) and International Association of Fire Fighters (IAFF) bargaining units; a maximum of 2 percent performance-based merit increase for employees in the Government Supervisor's Association (GSA) bargaining unit; and a maximum of 2 percent performance-based merit increase for employees in the American Federation of State, County and Municipal Employees bargaining unit (AFSCME) as of May, 2012. The CSL budget also assumes a 2 percent performance-based merit increase for unclassified and other employees consistent with past practice of treating all employees equally. However, the CSL budget assumes no merit increases for the Communications Workers of America (CWA) bargaining unit based on the status quo for the existing contract. Further, the salary projections also include the full year's impact of the cost of living adjustment (COLA), implemented in April 2012 for all salary groups.
- Health insurance costs based on an estimated 10 percent increase over the current Fiscal Year, as well as the expiration of the FOP and IAFF additional 5 percent contribution to City health insurance costs which was for an 18 month period, and which expired in February, 2012 and January, 2012, respectively. The 2 percent contribution from command staff remains in effect.

It should be noted that in some departments, operating expenses are going down as a result of continued efforts by administration to reduce cost.

Attachment

			ATTACUMENT A EV 204	MA DINCET DOIND VEAD DE	DIICTIONS PREI ININARY CSI	2		
DREI IMINARY CSI INCI LIDES			ALLACIMENT ATT ACT	ALIACIMENI A FI EVIZIO DODOCI FINON ILPANIALIO				
10% Increase in Health Insurance								
Does not include increases to living wage	5-Year Prior Reductions	(Adjusted			SET EX 2042/42 CGI			
				CSL Budget Prior to Pension and internal			CSL with Pension	- 1
	2010/11 Budget	FY 2010/11 Budget	FY 2011/12 Adopted Budget		\$ change	% Chg	Internal Alloactions	Reorg. Etc.
General Fund Prior to Pension and Internal Service Adjustments	% s'\$	FT PT %	\$'s FI			Pension Allocations	Service (rounded to the 000's)	
Mayor & Commission	\$ (142,801) -9%	-2.3 0.0 -13%	1,583,448 18.6	- \$ 1,620,000	s 36,552	2.3% \$ 16,942 \$	(4,889) \$ 1,632,000	\$
City Manager	\$ (348,867) -15%	-3.3 0.0 -34% \$		- \$ 2,387,000	\$ 51,224	2.2% \$ 33,898 \$	29,558 \$ 2,451,000	\$ (132,000)
Communications	\$ (367,859) -42%	4.0	\$ 909,730 5.0	- \$ 913,000	3,270	0.4% \$ 10,244 \$	(27,167) \$ 896,000	\$
OBPI	\$ (298,449) -16%	-3.0 0.0 -25%	\$ 1,917,136 12.0	- \$ 1,951,000	\$ 33,864	1.8% \$ 30,396 \$	27,386 \$ 2,009,000	\$
Finance	\$ (588,321) -14%		\$ 4,275,284 32.5	- \$ 4,255,000	\$ (20,284)	-0.5% \$ 47,698 \$	133,085 \$ 4,436,000	\$
Procurement	\$ (127,405) -13%	-1.0 0.0 -11%	\$ 962,664 8.0	1.0 \$ 1,022,000	\$ 59,336	6.2% \$ 45,137 \$	(631) \$ 1,067,000	\$
Human Resources/Labor Relations	\$ (429,538) -25%	-5.5 1.0 -29%	\$ 1,772,358 21.0	1.0 \$ 1,798,000	\$ 25,642	1.4% \$ 18,922 \$	16,228 \$ 1,833,000	\$
City Clerk	\$ (79,899) -5%	-1.4 0.0 -15%	\$ 1,560,178 9.6	- \$ 1,528,000	32,178)	2.1% \$ 15,949 \$	20,589 \$ 1,565,000	0 \$ (57,000)
City Attorney	\$ (475,555) -12%	-3.3 -1.0 -23%	\$ 4,159,498 18.7	- \$ 4,204,000	0 \$ 44,502	1.1% \$ 85,506 \$	43,841 \$ 4,333,000	\$.
Real Estate, Housing & Community Dev (incl. Community Services)	\$ (281,910) -14%	-4.0 0.0 -40%	\$ 2,171,769 17.1	\$ 2,374,000	0 \$ 202,231	9.3% \$ 86,163 \$	(32,918) \$ 2,427,000	\$
Building	\$ (601,165) -6%	-8.0 0.0 -11%	\$ 9,975,047 73.0	\$ 10,065,000	0 \$ 89,953	0.9% \$ 145,696 \$	87,406 \$ 10,299,000	9 -
Planning	\$ (310,351) -10%	-4.0 0.0 -16%	\$ 3,187,333 25.0	- \$ 3,366,000	0 \$ 178,667	5.6% \$ 55,537 \$	9,520 \$ 3,432,000	\$
TCD	\$ (550,900) -21%	-2.0 0.0 -15%	\$ 2,426,925 5.5	- \$ 2,511,000	0 \$ 84,075	3.5% \$ (21,463) \$	(35,645) \$ 2,454,000	0 \$
Code Compliance	\$ (843,827) -20%	-13.0 3.0 -21%	\$ 4,355,491 37.0	2.0 \$ 4,454,000	98,509	2.3% \$ 93,698 \$	87,877 \$ 4,635,000	0 \$ -
Parks & Recreation (including Golf courses)	\$ (2,900,743) -10%	-27.0 -26.0 -18%	\$ 28,092,835 173.0	134.0 \$ 27,856,000	0 \$ (236,835)	-0.8% \$ 296,327 \$	606,281 \$ 28,759,000	0 \$ (64,000)
Public Works	\$ (1,446,535) -23%	-17.5 0.0 -42%	\$ 6,378,093 41.4	- \$ 6,373,000	0 \$ (5,093)	-0.1% \$ 94,176 \$	152,431 \$ 6,620,000	0 \$ (71,000)
CIP	\$ (63,863) -1%	1.0 0.0 3%	\$ 4,744,094 38.0	\$ 4,699,000	0 \$ (45,094)	-1.0% \$ 112,330 \$	47,288 \$ 4,858,000	0 \$
Police	\$ (5,266,901) -6%	-62.0 1.0 -12%	\$ 91,992,541 508.0	14.0 \$ 93,088,000	0 \$ 1,095,459	1.2% \$ 832,456 \$	719,287 \$ 94,640,000	0 \$ (136,000)
Fire	\$ (2,368,194) -4%	-7.0 0.0 -2%	\$ 58,942,391 303.0	48.0 \$ 59,866,000	0 \$ 923,609	1.6% \$ 1,923,689 \$	849,682 \$ 62,640,000	0 \$
Citywide	\$ (1,689,544) -15%	0.0 0.0 0%	\$ 10,041,012 -	\$ 9,637,000	0 \$ (404,012)	4.0%	457,491 \$ 10,092,000	0 \$ (152,000)
Subtotal Subtotal	\$ (19,182,627) -8%	-177.4 -22.0 -13%	\$ 241,783,603 1356.0	200.0 \$ 243,967,000 \$	0 \$ 2,183,397	0.9% \$ 3,923,301 \$	3,923,301 \$ 3,186,700 \$ 251,078,000 \$	0 \$ (612,000)
Transfers Capital Reserve				» «»		,		
Pay-As-You-Go Capital Info & Comm. Tech Fund			\$ 600,885		4	0.0%	\$ 601,000	0 \$ (320,000)
Capital Investment Upkeep Acct Renewal and Replacement Fund			\$ 196,500 \$ 1,755,752	\$ 219,000 \$ 1,859,000	_	5.9%	\$ 219,000 \$ 1,859,000	
Homeowners Dividend Transfer to Risk Fund Transfer to 11% Reserve	\$ (4,900,000) \$ (1,000,000) \$ (3,338,419)							
PRELIMINARY PENSION INCREASE EST.				\$ 3,359,00	5			
MBERP) FY 2011/12 Credit (\$1.7M F&P, \$0.5M MBERP)	RP)			\$ 2,775,000 \$ (2,210,000) \$ 3 187,000	0 \$ 2,775,000 0) \$ (2,210,000) 0 \$ 3.187,000			
Total Canacal Fund	4 (44 909 600)	477 4 220 429	204 336 740 4366 0	200 0 6 253 757 000 6	0 420 260	3 9% \$ 3 923 301 \$	\$ 3.186,700 \$ 253,757,000	0 \$ (932 000)
Total Conoral Elina	140 000 000	70.1					0. 00./00	

|| \$ (41,809,690)| -18%|| -177.4| -22.0| -13%|| \$ 244,336,740| 1356.0| 200.0|| \$ to various functions and significantly reduced in FY 2007/08 - Chart reflects reductions as part of Code Cor

2010/11 Budget included reductions for contracting out/converting positions to part-time, resulting in \$221,901 in deparment Plan B savings offset by increased contingency se were not implemented and the FY 2010/11 Department budget have been adjusted to reflect the impact.